



How to . . .

Get promoted

YOU have been with a company for long enough to really know how to do your job, and some of the excitement you first felt about it has waned. What is the next step? It may be time for you to consider getting promoted. There is no point in being a wallflower. If you want to get noticed, you will need to make an effort.

Richard Leeming, principal of the Academy of York, says: "Most people want to be promoted, but in order to do this and increase your earning power you have to not only improve your skills and work ethic, you have to model aspirational behaviour."

Leeming has the following advice on how to get a step closer to the metaphorical corner office:

- If you do not believe in yourself, it is unlikely anyone else will. "Be assertive at work, and go after what you want. You need to believe it first, and then your employer will," says Leeming;
- Idle chatter around the coffee machine or water cooler is not likely to impress your boss, or get you anywhere, especially if the general theme of conversation is how much you hate your job, company and boss. Try to surround yourself with positive people and develop a more positive attitude yourself;
- If you begin to speak and think like a leader, it is easier for your manager to see you in such a role. "Show an interest in your company's strategic direction. Ask questions, think in broader terms and step into a company-owner mindset.";
- Show that you are willing to learn and explore ways of doing things more effectively, then take the time to apply your new skills to the work you do;
- No matter how small the task appears, always take pride in the work you do; and
- Develop a plan so you can get from where you are now to where you want to be by setting goals. Remember to include the smaller ones you need to reach to ultimately achieve the big one. — *Margaret Harris*